

## **NOTICE TO CONSULTANT ADMINISTRATORS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST**

**APRIL 9, 2019**

The Town of Somerville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of sidewalk connector project funded in part by a TDOT Multimodal Access grant. The project shall be accomplished in accordance with the project application on which TDOT approval was based. The professional consultant engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant administration firm include, but are not limited to:

- Preliminary and Project Administration
- Completion of all administrative documents related to the project
- Work closely with Engineering Firm to complete the project on time

For more detailed scope of work, contact Robert D. Turner, City Administrator, (901) 465-9500, [rturner@somervilletn.gov](mailto:rturner@somervilletn.gov).

Firms may request consideration by submitting a letter of interest along with qualifications to **Robert D. Turner, Administrator of the Town of Somerville, 13085 N. Main Street, Somerville, Tennessee 38068**. All letters of interest and qualifications must be received by the Town of Somerville on or before **11:00 a.m. (CST) May 2, 2019**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

### **Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- a. Ability and relevant expertise of the firm's personnel to be used in performing duties.
- b. Past experience in the required disciplines with TDOT and/or other clients.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules
- e. Evaluations on prior projects with TDOT and other clients, if available.
- f. Familiarity of the firm with the community's conditions and improvement needs.

From the letters of interest, the Town of Somerville will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

## **Phase II Evaluation**

The Town of Somerville will evaluate the top 3 firms on the following criteria (relative weight):

- a. Past Performance on prior TDOT Projects (20%)
- b. Technical Knowledge and Project understanding (20%)
- c. Ability of the firm to complete prior TDOT Projects (10%)
- d. Familiarity of the firm with the needs of the Town of Somerville (50%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Town of Somerville. For information on DBE certification, please contact David Neese at (615) 741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.